

**St. Francis Institute of Technology**  
**Department of Information Technology**

**IT for Society: Colloquium**  
**(18 -19<sup>th</sup> January, 2019)**

**Guidelines for Poster Presentation**

Below you will find a set of guidelines for preparing and presenting your poster at this year's Colloquium. Much of the advice will already be familiar to you. However, please do read through the guidelines carefully to ensure that you give the viewer the best opportunity to appreciate your presentation.

**Presenting a Poster**

The IT for Society: Colloquium runs across two days. On each day, at least one of the sessions will be a Poster/Exhibition session. At these sessions presenters are expected to “stand by” their poster in order to discuss their research with viewers. And, of course, the presentations will be on display continuously for Colloquium participants to visit.

**Why Present a Poster?**

There are several advantages to presenting a poster:

- Posters can be viewed across the Conference, as well as at dedicated sessions
- Viewers can “absorb” presentation in their own time/way.
- You can discuss your research at length with viewers on a one-to-one basis—and receive detailed feedback.
- Presenting your research as a Poster is a wonderful opportunity to “network.”
- A poster serves to explain your research succinctly to colleagues within your own discipline and other Humanities areas

**What is a Poster Presentation?**

- A poster is a static, visual medium that you use to communicate a key idea related to your research: it presents that idea in verbal and graphic ways. Unlike an oral presentation, a poster does (most) of your talking—it should stand on its own, be self-explanatory (even as it enables conversations with viewers)
- Supplementary materials—three-dimensional object/s, additional written information, etc.—may accompany poster presentations.

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**The “Key” to a Successful Poster Presentation**

- Identify the single, fundamental concept you want to communicate!
- A poster should condense your central idea so that your audience can grasp its overall message at the outset at a glance, and then be able to follow the poster’s text and graphics to understand the idea more fully.

**General guidelines and Design tips**

1. The poster display should focus on:
  - a. Hypothesis or Objective (Problem statement
  - b. Method(s) or Mechanisms suggested to solve the problem.
  - c. Results or Outcomes.
2. A2 size poster should be printed on flex or glossy paper either in portrait or landscape orientation. A2 size: (16.5 inches \* 23.4 inches) or (42 cm\* 59.4 cm).
3. Text on the poster must be readable from a distance of a meter or so.
4. Restrict your word count to only a few hundred words. Recommended word count is 600 to 800 words.
5. For A2 size portrait posters text should be laid out in a minimum of 2 columns. When creating an A2 landscape poster you should use a minimum of 3 columns.
6. If you are using a colored or patterned background you should consider using a pale colour or a tint.
7. The proportion of text to graphics should be about 60%:40%.
8. **Formatting :**
  - a. Use graphs, tables, diagrams and images where appropriate. Use boxes to isolate and emphasise specific points. Select suitable background and font colours.
  - b. Clearly label diagrams/drawings and provide references to them in the text wherever necessary. Labels should be large and clear enough so that they are legible from a distance.
  - c. The body text should be readable. Fonts that are easy on the eyes are Times Roman, Arial, Helvetica, and Garamond.
  - d. Avoid script or calligraphic fonts, arty fonts in general.
  - e. Use a font size that is large enough and a larger font for subheadings, and a still larger one for headings. Try out various sizes to get the right effect. For example font sizes for Title 40+pt, sub-headings 24+pt and body text 18+pt can be used.

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- f. Images or diagrams should not be blurred. Clear and proper size images to be displayed. Keep the word count as low as possible.
  - g. Keep line spacing 1 or 1.5 as per your requirement.
9. **Contents:** Include following sections in your paper.

*Title:* Maximum one to two lines. The title should clearly convey the essence of your work. Include Author's names, contact details and affiliations below the title.

*Introduction:* About 200 words. You may explain objectives (problem statement), importance or relevance and your solution to the problem in brief.

*Methods/Procedures:* About 150 words. Briefly describe the methods/procedures used and how they are effective compared to other known solutions. You may flow diagrams to help illustrate your procedures.

*Results/Findings:* describe your findings or results in about 150 words. Focus on your own achievements.

*Conclusion/Discussions:* Without sounding like you are repeating yourself start by reminding the viewer of your hypothesis and result. Then discuss your results, why they are interesting, how the conclusion links back to your hypothesis and what could be the next step in this research in the future. Use about 250 words.

*Future work:* (Optional)

*Acknowledgements:* (Optional)

*Bibliography / References:* List down the literature you used for this work. References are compulsory and should be in IEEE format.

Example:

**IEEE standard**

**Book,**

[1] J. F. Curtis, (Ed.), *Processes and Disorders of Human Communication*. New York: Harper and Row, 1978.

**Journal Paper,**

[2] J. Schroeter and M. M. Sondhi, "Techniques for estimating vocal-tract shapes from the speech signal," *IEEE Trans. Speech Audio Process.*, vol. 2, no. 1, pp. 133–150, 1994.

**Proceeding paper,**

[3] J. M. Pardo, "Vocal tract shape analysis for children," in *Proc. IEEE Int. Conf. Acoust., Speech, Signal Process.*, 1982, pp. 763–766.